



**Position Title: Volunteer/Rental Coordinator**  
**Reports to: Director of Advancement**  
**Classification: Part-Time, Non-Exempt**

The Kalamazoo Institute of Arts is a leading nonprofit art museum and school. Since 1924, the institute has offered art classes, exhibitions, lectures, events, activities and a permanent collection. The KIA's mission is to cultivate the creation and appreciation of the visual arts in West Michigan. We believe the visual arts are for everyone. They inspire, fulfill, and transform.

**Summary of Volunteer Component:** Maintain and deploy a volunteer personnel system for the KIA.

**Responsibilities:**

- Establish a recruitment plan and update annually
- Maintain a database of volunteer information
- Interview and refer all volunteers to appropriate staff
- Recruit volunteers for events and activities
- Provide volunteer training and evaluation as appropriate
- Produce annual volunteer-recognition event(s) and otherwise recognize volunteers' contributions
- Maintain contacts and network within the community for volunteer information and recognition
- Coordinate bulk mailings: Recruit volunteers, prepare mailing labels and reports, supervise mailings, update database as necessary (e.g., note address changes, deaths, changes in members' mailing preferences)
- Perform other duties as assigned by the Director of Development

**Summary of Rental Component:** Facilitate rentals of KIA spaces, including preparation for rental events.

**Responsibilities:**

- Exhibit KIA spaces and identify venue alternatives, pricing, KIA rental policies, and other information to potential renters
- Schedule rental events; produce and expedite contracts and invoices
- With lessees, determine event floor plan and setup instructions; share staffing and setup requirements with pertinent KIA personnel
- Perform other duties broadly related to facility usage

**Job qualifications:**

- Bachelor's degree
- 2-3 years of volunteer-management experience
- Ability to multi-task and to coordinate team efforts
- Familiarity with computer software, including Microsoft Excel, Word, and Powerpoint, plus database management (preferably Raisers Edge)
- Excellent organizational and verbal and written communication skills
- Experience working in a non-profit setting is desired
- Detail-oriented personality

**Physical Job Requirements:** While performing this job, the employee will be required to sit, stand and work, to lift up to 30 lbs occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally.

The KIA is an equal opportunity, equal access employer that is fully committed to diversity and inclusion in the workplace.

Qualified candidates should forward a resume and cover letter detailing how your experience relates to this position to [jobs@kiarts.org](mailto:jobs@kiarts.org) with Volunteer/Rental Coordinator in the subject line or by mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007. No phone calls please. Applications accepted until filled.